

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: ASSISTANT SUPERINTENDENT (Curriculum/Instruction)

POSITION LOCATION: Agency-Tucson

POSITION REPORTS TO: Superintendent

POSITION SUPERVISES: Principals, HI Specialist, VI Specialist

MINIMUM QUALIFICATIONS:

A Master's Degree with academic preparation in Special Education and coursework in education of the sensory impaired, significant academic preparation in curriculum and instruction, five years experience as a Teacher or Administrator, including experience which demonstrates the ability to plan, organize, direct, monitor, and evaluate educational programming. Certified or qualified to obtain a certificate from the Arizona Department of Education.

PREFERRED QUALIFICATIONS:

Recent administrative or supervisory experience with sensory impaired students in center based schools and regional programs. A Doctorate with academic preparation in Special Education, Educational Administration experience in educational programming for students who are Deaf or hard of hearing and/or Blind or visually impaired. Experience in the implementation of outcome based instructional programming with students enrolled within the ASDB Agency. Knowledge of Deaf culture and Conversational Sign Language skills. Ability to deal with a wide diversity of Students, Staff Members, Parents, Alumni, and Stakeholders within the blind, deaf, and general education communities.

MAJOR DUTIES & RESPONSIBILITIES:

1. Plan and direct an outcome based instructional program for students enrolled by the Arizona State Schools for the Deaf and the Blind.
2. Assist in staff development activities designed to augment instruction.
3. Monitor the implementation of curricula throughout the Agency.
4. Collect and prepare indicators of individual and group instructional performance.
5. Provide positive, constructive leadership, direction and support for Students, Parents, Staff Members, and Alumni.
6. Assist in the implementation of programs and strategies designed to enhance the assessment, placement, and progress of students.
7. Work with Director of Compliance to ensure that the Agency is in compliance with applicable federal and state laws, regulations, and mandates.
8. Incorporate strategic planning into the operations of the Agency.
9. Work with the instructional team in the development of the budget needs and priorities for curriculum and instruction.
10. Act on behalf of the Superintendent as necessary.
11. Perform other tasks and assumes responsibilities as may be assigned.

KNOWLEDGE & SKILLS:

- Exemplary management skills in decision-making processes, delegation of responsibilities, problem solving, and commitment to the mission of the Agency.
- Demonstrated ability to manage and monitor a budget, plan, and organize instructional activities designed to enhance instructional performance.
- Superior communication skills utilized with students, staff, alumni, and members of the state and national community.
- Demonstrated ability to function as a contributing member of a management team committed to the mission of the Agency.
- Skill in the use of conflict resolution strategies. Ability to lead and direct staff members with diverse skills throughout the Agency.

SPECIAL REQUIREMENTS/CONDITIONS:

Travel is required